

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Accountant I (Specialist)	REPORTING UNIT NUMBER: 273	
DIVISION/BRANCH OR CENTER: Accounting	LOCATION: CCC Headquarters Sacramento	
CLASS TITLE: Accountant I	POSITION NUMBER: 533-273-4177-006	EFFECTIVE DATE: August 23, 2010

NO SUPERVISION

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
	na		na

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

Relative time required) Indicate %	Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.
	Under the general supervision of the Accounting Administrator I Supervisor, the Accountant I performs a variety of accounting duties that require knowledge of financial recordkeeping, basic principles of accounting, and governmental accounting principles and procedures.
45%	Travel Claims. Reviews the TECs related to for reimbursement of travel, special purchases/payments expense claims to ensure compliance with the State Administrative Manual (SAM), and Department of Personnel Administration (DPA) and Board of Control (BOC) requirements.
30%	Daily prepare bank deposits; code and post deposits into Calstars. Prepare and submit cash remittances for cash receipts, electronic fund transfers, undeliverable warrants, and stale dated check to the State Treasurer's. Ongoing contact with control agencies. Tracks and maintains the uncleared collection accounts. Performs preliminary review and reports monthly to management on pending uncleared collections items.
15%	TEC Requested Advances. Review the request for advance related to travel, training, relocation, and/or other work related activity for primary review. Forward to the Accounting Administrator I for second review and approval. Clear advances when actual TEC is received. Ensure compliance with the State Administrative Manual (SAM), and Department of Personnel Administration (DPA) and Board of Control (BOC) requirements.
5%	Clear Payroll advances, from the Revolving Fund, for staff and corps-members.
5%	Relocation Claims. Review TECs related to reimbursement of relocation cost. Review authorization for relocation, calculate and process claim for taxes (state and federal). Ensure compliance with the State Administrative Manual (SAM), and Department of Personnel Administration (DPA) and Board of Control (BOC) requirements. Miscellaneous